



SITE PLAN MINIMUM REQUIREMENTS
(ALL CITY ORDINANCES MUST BE MET)
INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

- ☐ 1. Sheet size - 24" x 36" (minimum).
- ☐ 2. A key map (not necessarily to scale).
- ☐ 3. Title block to include:
 - ☐ Name, address, location, and legal description
 - ☐ Name, address, and telephone number of applicant
 - ☐ Name, address, and telephone number of developer/owner (if differs from applicant)
 - ☐ Name, address, and telephone number of architect/engineer (if differs from applicant)
 - ☐ Date of submittal
 - ☐ Total site area
- ☐ 4. North arrow.
- ☐ 5. Scale should be largest standard engineering scale possible on sheet.
- ☐ 6. Ownership and current zoning of parcel and all abutting parcels.
- ☐ 7. **Existing** locations of the following on or adjacent to the subject site:
 - ☐ Streets and sidewalks (R.O.W.).
 - ☐ Driveways (opposite and adjacent per Section 7.3 of the Unified Development Ordinance).
 - ☐ Buildings.
 - ☐ Water courses.
 - ☐ Show all easements clearly designating as existing and type (utility, access, etc.).
 - ☐ 100 yr. floodplain and floodway (if applicable) on or adjacent to the proposed project site, note if there is none on the site.
 - ☐ Utilities (noting size and designate as existing) within or adjacent to the proposed site, including building transformer locations, above ground and underground service connections to buildings, and drainage inlets.
 - ☐ Meter locations.
 - ☐ Topography (2' max or spot elevations) and other pertinent drainage information. (If plan has too much information, show drainage on separate sheet.)
- ☐ 8. **Proposed** location, type and dimensions of the following.:
 - ☐ Phasing. Each phase must be able to stand alone to meet ordinance requirements.
 - ☐ The gross square footage of all buildings and structures and the proposed use of each. If different uses are to be located in a single building, show the location and size of the uses within the building. Building separation is a minimum of 15 feet w/o additional fire protection.
 - ☐ Setbacks. Show building setbacks as outlined in the Unified Development Ordinance, Article 5.
 - ☐ Off-Street parking areas with parking spaces drawn, tabulated, and dimensioned. Minimum parking space is 9' x 20', or on a perimeter row 9' x 18' with a 2' overhang. Designate number of parking spaces required by ordinance and provided by proposal.
 - ☐ Handicap parking spaces.

- ☐ Parking Islands. Raised landscape islands, (6" raised curb) a minimum of 180 sq. ft. are required at both ends of every parking row (greenspace area contiguous to the end island maybe applied toward the required 180 sq. ft.). Additionally, 180 sq. ft. of landscaping for every 15 interior parking spaces must be provided. All required islands must be landscaped or set with decorative pavers, or stamped dyed concrete or other decorative materials as approved.
- ☐ Drives. Minimum drive aisle width.
- ☐ Curb cuts. For each proposed curb cut (including driveways, streets, alleys, etc.) locate existing curb cuts on the same opposite side of the street to determine separation distances between existing and proposed curb cuts. Indicate driveway throat length as measured in the Unified Development Ordinance, Section 7.3 Access Management and Circulation.
- ☐ Security gates (show swing path and design specs with colors).
- ☐ Sidewalks (both public and private). Sidewalks are required at time of development if property has frontage on a street shown on the Sidewalk Master Plan or if the review staff determines the necessity.
- ☐ Medians. Show any and all traffic medians to be constructed on site.
- ☐ A fifteen foot parking setback from R.O.W. to curb of parking lot is required. Pavement may encroach into this 15' setback by up to 7 contiguous parking spaces. A double parking island (360 square feet) must be provided between each group of seven spaces. In no case may the pavement be less than 6' from the property line.
- ☐ Common open spaces sites
- ☐ Loading docks
- ☐ Detention ponds
- ☐ Guardrails
- ☐ Retaining walls
- ☐ Sites for solid waste containers with screening. Locations of dumpsters are accessible but not visible from streets or residential areas. Gates are discouraged and visual screening is required. (Minimum 12 x 12 pad required.)
- ☐ Show all easements clearly designating as proposed and type (utility, access, etc.). If dedicated by separate instrument list by volume and page.
- ☐ Utilities (noting size and designate as proposed) within or adjacent to the proposed site, including building transformer locations, above ground and underground service connections to buildings.
- ☐ Meter locations (must be located in public R.O.W. or public utility easement.).
- ☐ Proposed grading (1' max for proposed or spot elevations) and other pertinent drainage information. (If plan has too much information, show drainage on separate sheet.)
- ☐ Show proposed and existing fire hydrants. Fire hydrants must be located on the same side of a major street as a project, and shall be in a location approved by the City Engineer. Any structure in any zoning district other than R-1, R-1A, or R-2 must be within 300 feet of a fire hydrant as measured along a public street, highway or designated fire lane.
- ☐ Show fire department connections. FDC's should be within 150' of the fire hydrant. In no case shall they be any further than 300' apart, and they shall be accessible from the parking lot without being blocked by parked cars or a structure.
- ☐ Show fire lanes. Fire lanes a minimum of 20 feet in width with a minimum height clearance of 14 feet must be established if any portion of the proposed structure is more than 150 feet from the curb line or pavement edge of a public street or highway.

NOTE:
weather

Fire hydrants must be operable and accepted by the City, and drives must have an all surface as defined in the Zoning Ordinance Section 9 before a building permit can be issued.

- ☐ 9. Will building be sprinkled? Yes ☐ No ☐
If the decision to sprinkle is made after the site plan has been approved, then the plan must be resubmitted.
- ☐ 10. Wheelstops may be required when cars overhang onto property not owned by the applicant or where there may be conflict with handicap accessible routes or above ground utilities, signs or other conflicts.

- ☐ 11. Show curb and pavement detail. A 6" raised curb is required around all edges of all parts of all paved areas without exception. (To include island, planting areas, access ways, dumpster locations, utility pads, etc.) No exception will be made for areas designated as "reserved for future parking".
- ☐ 12. Landscape plans as required in Section 7.5 of the Unified Development Ordinance. The landscaping plan can be shown on a separate sheet if too much information is on the original site plan. If requesting protected tree points, then those trees need to be shown appropriately barricaded on the landscape plan. Attempt to reduce or eliminate plantings in easements. Include information on the plans such as:
- ☐ required point calculations
 - ☐ additional streetscape points required. Streetscape compliance is required on all streets.
 - ☐ calculations for # of street trees required and proposed (proposed street tree points will accrue toward total landscaping points.)
 - ☐ proposed new plantings with points earned
 - ☐ proposed locations of new plantings
 - ☐ screening of parking lots, 50 % of all shrubs used for screening shall be evergreen.
 - ☐ screening of dumpsters, concrete retaining walls, off street loading areas, utility connection points, or other areas potentially visually offensive.
 - ☐ existing landscaping to remain
 - ☐ show existing trees to be barricaded and barricade plan. Protected points will only be awarded if barricades are up before the first development permit is issued.
 - ☐ Buffer as required in Section 7.6 of the Unified Development Ordinance.
- ☐ 13. Show irrigation system plan. (or provide note on how irrigation system requirement will be met prior to issuance of C.O.) All plans must include irrigation systems for landscaping. Irrigation meters are separate from the regular water systems for buildings and will be sized by city according to irrigation demand submitted by applicant and must include backflow prevention protection.
- ☐ 14. Is there any landscaping in TxDOT R.O.W.? Yes ☐ No ☐
If yes, then TxDOT permit must be submitted.
- ☐ 15. Will there be any utilities in TxDOT R.O.W.? Yes ☐ No ☐
If yes, then TxDOT permit must be submitted.
- ☐ 16. Will there be access from a TxDOT R.O.W.? Yes ☐ No ☐
If yes, then TxDOT permit must be submitted.
- ☐ 17. The total number of multi-family buildings and units to be constructed on the proposed project site.
- ☐ 18. The density of dwelling units per acre of the proposed project.
- ☐ 19. Provide a water and sanitary sewer legend to include water demands (minimum, maximum and average demands in gallons per minute) and sewer loadings (maximum demands in gallons per day).
- ☐ 20. Are there impact fees associated with this development? Yes ☐ No ☐

NOTE: Signs are to be permitted separately.